



Office of the City Clerk

Weekly Report – for Week Ending March 3, 2017

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

March 7, 2017 Primary Nominating Election:

Completed the mailing of English and Non-English Voter Information Pamphlets to 8,700 voters on the supplemental mailing list this week.

Staff has coordinated with media partners and local organizations to promote the upcoming March 7, 2017 Primary Nominating Election by utilizing strategically located advertising space throughout the City. In-house-designed bus shelter ads can be seen on 100 bus shelters Citywide, as well as 50 public kiosks and public bathrooms, combined. The marquees in front of the USC Galen Center, the Convention Center, and the Colosseum are also displaying brightly-colored, eye-catching electronic banners promoting the election.

There are currently 57 active Public Service Announcements airing through various news outlets in seven different languages as follows: English, 16; Armenian, 4; Chinese, 8; Hindi, 4; Korean, 4; Spanish, 10; Tagalog, 6.

May 16 2017 General Election:

Staff has recruited 93.4% of the total number of polling places needed for the May General Municipal Election.

Neighborhood and Business Improvement Districts

On March 1, 2017, staff met with the City Administrative Office and representatives of Grand Hope Park relative to developer agreements and assessments for the South Park Open Space Maintenance Program.

Systems

Preparation is underway for the May General Run-off Election.

Funding has been identified to develop a citywide California Public Request Act (CPRA) web portal. The Office of the City Clerk, City Attorney, and the Information Technology Agency will be working jointly to develop the requirements and workflow. The portal will allow the public to request CPRA information online and track their request in real-time.

Staff is developing an Inventory Tracking System for the Neighborhood Council Funding Program. This web-based application will allow Neighborhood Council Treasurers to enter new inventory items and keep track of their inventory electronically. The system is expected to go-live July 1, 2017.

Neighborhood Council (NC) Funding Program

Neighborhood Councils have been advised that we are closing the fiscal year on June 11th in anticipation of the roll-over to the new banking system on July 1, 2017.

Two neighborhood councils have had their funds unfrozen, leaving eight neighborhood councils with frozen fund accounts.

Upcoming

Council will be in recess March 10-17, 2017